

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF # 46-9-039

CLASSIFICATION TITLE Administrative Assistant II	OFFICE/BRANCH Executive	LOCATION Sacramento
WORKING TITLE	POSITION NUMBER 311-001-5358-001	EFFECTIVE 8/20/18

GENERAL STATEMENT:

Under the general direction of the California High-Speed Rail Authority's (Authority) Chief Deputy Director and under the functional management of the Chief of Board Management, the Administrative Assistant II (AA II) provides administrative support to the Board of Directors, the Chief Deputy Director and other executive-level staff as needed. The AA II performs a variety of complex, confidential and sensitive administrative tasks requiring a high degree of independent action, initiative, discretion and tact to ensure the efficient and effective functioning of the executive office of the Authority.

TYPICAL DUTIES:

Percentage
Essential(E)/
Marginal(M)

Job Description

45% (E)

Executive Support

- Provides assistance to the Chief Deputy Director and the Chief of Board Management. Ensures the efficient operation of the Authority by ensuring enforcement of Authority policies. Assists and advises the Chief Deputy Director, the Chief of Board Management and other executives as needed, relieves them of administrative detail, and consults with and interprets matters of policy.
- Performs research for special issues of a sensitive or confidential nature at the direction of the executive staff using a high degree of confidentiality, independence, and initiative and prepares reports of research results and recommendations.
- Assists Chief Deputy Director, the Chief of Board Management and other executives as needed with management of schedule, meetings, visitors, correspondence, incoming call, and appointments. Assists on administrative projects, and confidential matters. Researches issues and investigations and prepares administrative reports as directed. Assists in the installation of new procedures and processes as appropriate.
- Makes travel arrangements for Chief Deputy Director, the Chief of Board Management and other executive staff as requested, and prepares and processes Travel Expense Claims (TECs). Maintains correspondence log of Authority documents routed through the Executive Team, works with requestors on documents' accuracy as warranted.
- Prepares, distributes and maintains files of executive correspondence, contracts, administrative reports and confidential issues. Follows practices in the Authority style guide. Reviews formatting for consistency with established standards and independently collects and organizes information to ensure expeditious processing.

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- Maintains a Desk Binder with instructions on desk duties and updates as necessary.

45% (E)

Board of Directors Support:

- Serves as Board Secretary. Manages the Board Meeting set-up, logistics, coordinates support staff and venue staff on Board Meeting day. Ensures all materials for Board Meetings are on-site and in place. Records results of Board Member voting during meetings and transcribes Meeting Minutes (using transcript) to include finalizing votes on Resolutions of the Board. Occasional travel to other California locations as required for Board Meetings.
- Assists in the set-up of Board subcommittee meetings in conjunction with the public Board Meetings; obtaining venue, and dissemination of documents as requested.
- Assists and advises the Board members, relieves them of administrative detail, and consults with and interprets matters of policy.
- Secures venues for monthly public Board Meetings, assists in the preparation, timely collection, organization, and distribution of critical and sensitive Board Meeting materials, including agendas and documents to mail out to Board Members prior to meetings and public handouts for meeting day.
- Makes travel arrangements for Board Members as requested, prepare and process Travel Expense Claims (TECs), and prepare and process Stipend payments for Board Members per policies. Prepare, process and manage Out-of-State Travel requests, documents, and acts as liaison to obtain Agency and Governor's Office approval of Out-of-State Travel.
- Provides executive staff with documents and materials for Board Meetings. Prepares, distributes and maintains files of Board Meeting documents, documents received from the public, and ensures documents are forwarded to appropriate staff. Provides executive staff with information and recommended course of action from meetings.
- Processes incoming Board correspondence and identifies appropriate individual/division to ensure replies are assigned. Maintain files for Board Members' documents (i.e. Oath of Office).
- Acts as Authority Records Coordinator for Board records retention. Attends records retention meetings as scheduled. Contract Manager for Board standby security services and transcriptionist services contracts. Maintain all aspects of contracts including renewal processes, invoice approval processes and uniform filing system processes.

10% (M)

- Provides assistance to the Legal staff, Communications staff, and assists the CEO's Assistant, and the Authority Receptionist during brief periods of absence or heavy workload.

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles, problems, and methods of public and business administration, including organization and personnel and fiscal management; office management principles, methods, and procedures; administrative survey techniques and skill in their application; statistical and research methods.

Ability to: Think clearly and quickly and analyze and solve problems of organization and management; work independently in identifying the need for and developing proposed changes to operating practices,

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programs, and policies; supervise the staff of an administrative office; establish and maintain cooperative working relationships; speak and write effectively.

DESIRABLE QUALIFICATIONS:

- Excellent interpersonal skills.
- Resourceful problem solving skills.
- Ability to carry out assignments without detailed instructions and with inflexible deadlines.
- Demonstrated capacity for assuming increasing responsibility.
- Ability to maintain confidentiality, be tactful, and use good judgment.

PUBLIC AND INTERNAL CONTACTS:

Develop and maintain cooperative and professional working relationships with Authority members, Board of Directors, and staff. A high degree of tact is expected with external contacts. Contacts may include Federal, State, and local Government entities, requests from public, and the coordination of media inquiries.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors in judgment or failure to carry out the responsibilities of this position could result in placing the Authority in violation of constitutional and statutory constraints in the use of resources and exceeding of established expenditure ceilings. Attention to detail, good judgment and adequate analysis must be exercised to prevent incorrect data from being reported.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent will be required to use a computer, mouse, and video display terminal and will be required to sit for long periods of time at a computer screen. Employee must develop and maintain cooperative working relationships and display respect for others in all contact opportunities.

WORK ENVIRONMENT:

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outside of their workstation to perform general tasks. Occasional (3 to 4 times per year) in-state travel in support of Board of Directors Meetings is required.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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